

Employer Correspondence Online Reporting System (ECORE)

www.labor.idaho.gov/applications/ecore

Click on the above website (or enter www.labor.idaho.gov/applications/ecore into your browser manually i.e.-Internet Explorer, Netscape, etc.) Press the 'Enter' key. You should be taken to the website as shown below. If you do not already have an account, you will need to click on the 'Create New Account' button and follow the instructions of the New Account Wizard on the following pages.

IDAHO Employer Contact Portal - Login
DEPARTMENT OF LABOR

New User	Returning User
I don't have an account yet. Sign up for a new account.	Username: <input type="text"/>
Create New Account	Verify Username Start Over
Let us to create a new account.	Forgot Password IDOL Intranet users: authenticate here. I need help FAQ

*****Important*****
If you are using a computer in a public setting, you must logout before you step away from the computer. Failing to logout will allow others who use the computer after you to see the information you have entered. Logout by pressing the Logout item on the menu at the right of the screen after you have logged in.

[Links to Other Pertinent Sites and Systems](#)
[Contact Idaho Department of Labor](#)

Idaho Department of Labor Wednesday, March 26, 2008

Internet 100%

Select Type of Account

Select the type of account you would like to open, Primary Employer Account or Third Party Access Account.

IDAHO Select Type of Account
DEPARTMENT OF LABOR

[Login](#) >> [Create New Account](#)

<p>Primary Employer Access Account</p> <p>If you are an employer and already have your Employer Account Number, but do not have a username and password established for the Employer Contact Portal, create a primary access account.</p> <p>Create Primary Access Account</p>	<p>Third Party Access Account</p> <p>If you need an account in order to act in behalf of another business, you should create a third party account. After you have created an account, the Primary Employer Access Account for the business you are acting for can grant access to your Third Party Account.</p> <p>Create Third Party Account</p>
---	---

© Idaho Department of Labor Friday, August 24, 2007

Local intranet 100%

Welcome page

After reading the information contained on this page, click the 'Next' button.

The screenshot shows a web browser window displaying the 'IDAHO New Account Wizard' page. The page has a blue header with the IDAHO logo and the text 'DEPARTMENT OF LABOR'. Below the header, there is a navigation bar with 'Login >> Create New Account'. The main content area is titled 'New Account Wizard' and contains a welcome message. On the left side of the main content area, there is a vertical list of links: 'Welcome', 'Credentials', 'Account Details', and 'User Agreement'. The 'Welcome' link is highlighted. The main content area also contains a 'Next' button. At the bottom of the page, there is a footer with the text '© Idaho Department of Labor' and the date 'Friday, August 24, 2007'. The browser's address bar shows 'Local intranet' and the zoom level is set to '100%'.

IDAHO New Account Wizard
DEPARTMENT OF LABOR

[Login >> Create New Account](#)

New Account Wizard

[Welcome](#)
[Credentials](#)
[Account Details](#)
[User Agreement](#)

Welcome to the New Account Wizard

Please complete this wizard to gain access to the system.

After you have filled out the information required in the following pages, an email will be sent to the address specified for validation, then a Idaho Department of Labor staff member will review your account request and grant permissions to access the system.

[Next](#)

© Idaho Department of Labor Friday, August 24, 2007

1 Local intranet 100%

Username and Password

NOTE: As you progress through the items on this page you will see **instructions in red** above the 'New Account Wizard' banner.

Username: Select a 'username'. This can be any combination of letters and numbers that are easy for you to remember (mybusiness)

Password: Select a password. Your password will be rated by the system as weak to strong (to the right of the data entry block.) A weak password would have only letters or only numbers (abcdef). A medium strength password would have a combination of letters and numbers (abc1def2). A strong password would have letters, numbers and special characters such as: !, #, or &. A strong password might be abc3def4#!. The characters you enter will not appear on the screen. In the 'Password' and 'Verify Password' spaces you will see round dots (see screen example below.)

Verify Password: Reenter the password that you just created.

Email: Enter your e-mail address such as fredsmith@abc.com. You cannot use this system without a valid email address.

NOTE: Any item with a red star must have information entered into that field. If no information is entered into a required field you will not be allowed to continue (the 'Next' button will not be enabled.)

Click 'Next'

The screenshot shows a web browser window displaying the 'IDAHO New Account Wizard' page. The page header includes the IDAHO Department of Labor logo and the text 'New Account Wizard'. Below the header, there is a navigation bar with 'Login >> Create New Account'. The main content area is titled 'New Account Wizard' and contains a form with the following fields:

- * Username: xyzgroup
- * Password: (masked with dots)
- * Verify Password: (masked with dots)
- * Email: xyz@xyzgroup.com

At the bottom of the form, there are two buttons: 'Previous' and 'Next'. The page footer includes the text '© Idaho Department of Labor' and the date 'Friday, August 24, 2007'. The browser's address bar shows 'Local intranet' and the page is zoomed to 100%.

Primary Employer Account Information

Employer Account Number Enter the employer account number for your business (enter all numbers including all '0's).

Total Wages: Enter the total wages (to the nearest dollar) reported to the Idaho Department of Labor during the most recently completed quarter.

Business Name: Enter the legal name of your business.

Doing Business As: (Commonly known as DBA) Enter the DBA name of your business if it is different from the above. (Example: Business name could be Smith Inc., and the DBA name could be ABC Widget Co.)

Phone: Enter your primary business phone number including area code (must be in one of the following formats: (208) 332-0000 or 208-332-0000)

Phone Ext: Enter the phone extension of the primary point of contact (if one is used.)

Message Phone: Enter a phone number where messages can be left.

Message Phone Ext: Enter the phone extension for messages (if one is used.)

Fax: Enter your fax phone number (same format as Phone above.)

Click 'Next'.

The screenshot shows the 'IDAHO New Account Wizard' interface. The title bar reads 'IDAHO New Account Wizard' and 'DEPARTMENT OF LABOR'. Below the title bar, there is a navigation link 'Login >> Create New Account'. The main content area is titled 'New Account Wizard' and contains a section for 'Primary Employer Account Information'. This section includes several input fields: 'Employer Account Number' (with a value of '0000' and a black arrow pointing to it), 'Total Wages' (with a value of '33795.00' and a 'Validate Wages' button), 'Business Name' (with a value of 'XYZ Inc.'), 'Doing Business As' (with a value of 'XYZ Group'), 'Phone' (with a value of '208-555-1234'), 'Phone Ext' (empty), 'Message Phone' (empty), 'Message Phone Ext' (empty), and 'Fax' (with a value of '208-555-9876'). On the left side of the form, there is a sidebar with links: 'Welcome', 'Credentials', 'Account Details', and 'User Agreement'. At the bottom of the form, there are two buttons: 'Previous' and 'Next'.

Confirmation

Below the words “New Account Wizard” you see another small box. This box must be checked to enable your account. Read the statement carefully and, if you agree, check the box (Notice the last statement that email verification and account activation may take up to 24 hours (one business day.)) After you check the box, click on the ‘Finish’ button.

The screenshot shows a web browser window displaying the 'IDAHO New Account Wizard' page. The page header includes the IDAHO logo and 'DEPARTMENT OF LABOR'. Below the header, there is a navigation bar with 'Login >> Create New Account'. The main content area is titled 'New Account Wizard' and contains a confirmation box. The confirmation box has a title 'Thank you for submitting your account information' and a checkbox labeled 'I agree to these terms...'. Below the checkbox, there is a paragraph of text explaining that by clicking the agreement box, the user is confirming that the provided statements are true and that the address information may be viewed by persons who file claims for unemployment insurance benefits. A note at the bottom of the confirmation box states: 'Note: Email verification and account activation may take up to 24 hours (one business day) to complete.' At the bottom right of the confirmation box, there are two buttons: 'Previous' and 'Finish'. The footer of the page shows '© Idaho Department of Labor' and the date 'Wednesday, August 29, 2007'. The browser's address bar shows 'Local intranet' and the zoom level is set to '100%'.

IDAHO New Account Wizard
DEPARTMENT OF LABOR

Login >> Create New Account

New Account Wizard

Welcome
Credentials
Account Details
User Agreement

Thank you for submitting your account information

* ☒ I agree to these terms...

By clicking the agreement box above, you are confirming that the following statements are true. The address information you provide may be viewed by persons who file claims for unemployment insurance benefits.

When you click on the "Finish" button your information will be sent to the Department of Labor for verification. A return e-mail will be sent to you to verify the e-mail address you provided in Step 1 of the New Account Wizard. Once your e-mail address has been verified, the other information you provided in your account request will be reviewed and approved, and your account activated. Once activated, another e-mail will be sent to you with instructions.

Note: Email verification and account activation may take up to 24 hours (one business day) to complete.

Previous Finish

© Idaho Department of Labor Wednesday, August 29, 2007

Local intranet 100%

New Account Confirmation

You have completed the process to open a new account. Click on the 'Logout' link and you will be returned to the ECORE Login screen. An e-mail will be sent to the account you entered when you completed the New Account Wizard. Within one business day your account will be activated and another e-mail will be sent to notify you of the activation. (**NOTE:** see important information on the next page regarding opening your account after you have received authorization.)



Initial Login

When you login for the first time you will enter your username and password. When you click on 'Verify Password' you will be taken to a second screen to enter a confidence word. This is a security feature. In the future, when you log onto ECORE you should see your confidence word under the password box. If you do not see your confidence word after entering your username *do not* enter your password as you may have been taken to a *phishing* site.

The screenshot shows the 'IDAHO Employer Contact Portal - Login' page. The header includes the IDAHO Department of Labor logo. The page is divided into two main sections: 'New User' and 'Returning User'. The 'New User' section has a 'Create New Account' button and a link to 'Learn how to open an account'. The 'Returning User' section has fields for 'Username' (filled with 'xyzgroup') and 'Password' (masked with dots). Below the password field is a 'Confidence Word' field with a red error message: 'Your confidence word has not been set yet. Once you login, you will be asked to create one.' There are 'Verify Password' and 'Start Over' buttons. At the bottom, there are links for 'Forgot Password', 'IDOL Intranet users, authenticate here.', and 'I need help'. A red '***Important***' notice at the bottom states: 'If you are using a computer in a public setting, you must logout before you step away from the computer. Failing to logout will allow others who use the computer after you to see the information you have entered. Logout by pressing the Logout item on the menu at the right.'

The screenshot shows the 'IDAHO Confidence Word' page. The header includes the IDAHO Department of Labor logo and a welcome message: 'Welcome: XYZ Inc. Viewing File: My File'. A navigation bar contains links: Home, Correspondence, Search, Reports, Address, Settings, Links, Help, and Logout. The main content area has a text prompt: 'Please enter a secret word that you will be able to identify when you visit our site. If you do not see this word after entering your username, do not enter your password as you may have been taken to a phishing site.' Below this is a 'Confidence Word' field with the text 'Broncos' and a 'Save Confidence Word' button.

